

Numbered Memorandum RM 08-02, "NWM 02 2008 Electronic Records Management and Recordkeeping Requirements Checklists"

Below is a NARA notification that the final products of NARAs three pilot projects to assist agencies in implementing the Records Management Profile are now available on NARAs website.

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-----Original Message-----

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MEMORANDUM TO FEDERAL AGENCY CONTACTS: Federal Enterprise Architecture Records Management Profile: Electronic Records Management and Recordkeeping Requirements Checklists

We are pleased to notify you that the final products of NARA's three pilot projects to assist agencies in implementing the Records Management

(RM) Profile are now available on NARA's website. NARA and the General Services Administration (GSA) are sharing the announcement of availability with both Records and IT staff.

Three checklists, developed in partnership with the Department of Treasury, the Department of Interior, and NARA, are designed to assist agencies in embedding records management and electronic recordkeeping requirements into their business processes and the Federal Enterprise Architecture program. The checklists consist of a generic set of three to five questions that agencies can use, modify and tailor to their specific business process, information technology, and records management policies, procedures, and handbooks. The checklists provide a method for agencies to develop records management and electronic recordkeeping requirements within their agency Systems Development Life Cycle (SDLC) methodology, their Capital Planning and Investment Control processes, and their business process design projects.

These checklists are intended to be a starting point for a more detailed discussion with agency records managers, IT and CPIC staff, and program managers and staff that will help identify recordkeeping requirements for new IT systems and technology investments early in the investment planning and systems development processes widely used in federal agencies. Because individual agency enterprise architecture, SDLC, CPIC, and business process design processes vary widely, these checklists are not designed to be used as the only checklist an agency

might need, or even as a "one size fits all" approach to identifying recordkeeping requirements.

The checklists have been posted on the NARA web site at
<http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html>

If you have any questions, please contact the Life Cycle Management Division appraiser or Regional Records Management Contact assigned to work with your agency. A list of the appraisal and scheduling work groups is posted on the NARA web site at:
<http://www.archives.gov/records-mgmt/appraisal/index.html>.

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Director
Modern Records Programs